

# Brief instruction for suppliers

## ASN (New) without packing materials (CAS Short)

SupplyOn WebEDI  
Continental Automotive

V2 – June 2017



# Content

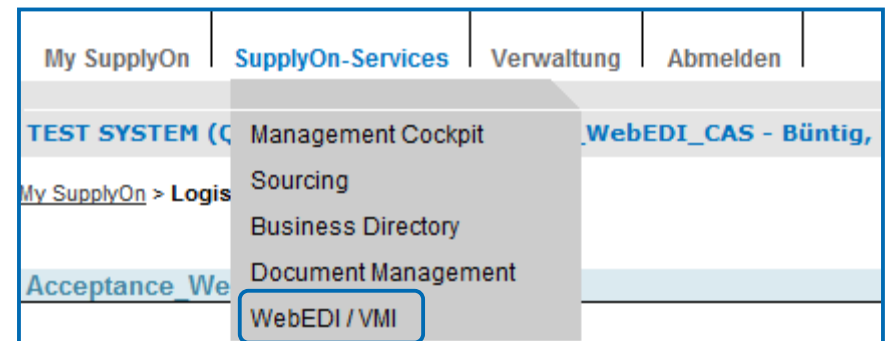
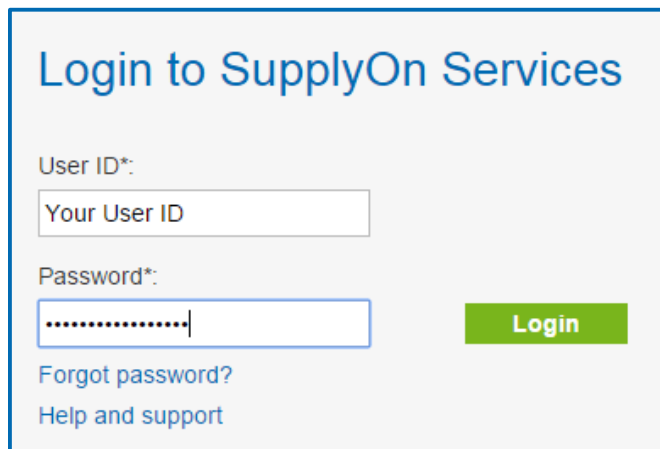
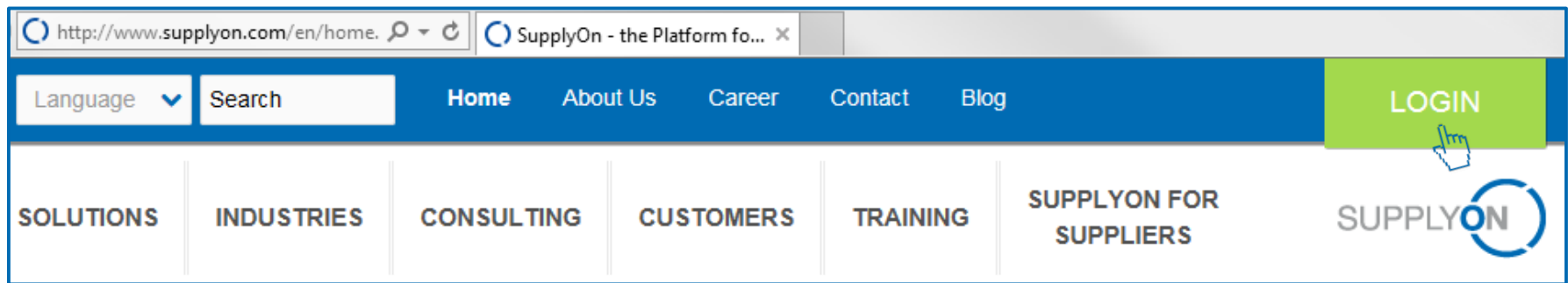
- ➔ Why do we need a new ASN process?
- ➔ What will be changed?
- ➔ How to create an Advanced Shipping Notification (ASN)
- ➔ SupplyOn Customer Support

## Why do we need a new process?

- ➔ Continental and SupplyOn are continuously improving the SupplyOn WebEDI service.
- ➔ In order to modernize the SupplyOn IT landscape a new and more intuitive ASN process has been setup.
- ➔ Advantages:
  - New „look & feel“
  - Better overview about due deliveries – Grouping by Unloading Points of customer sites
  - Easier and faster ASN creation

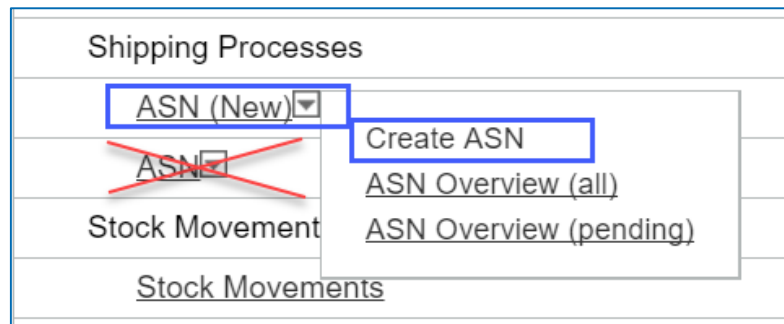
# What will be changed?

➔ The navigation to SupplyOn and the user roles will not be changed.



## What will be changed?

- ➔ To start the ASN creation process, you need to choose „ASN (New)“ instead of “ASN“ like you did before.
- ➔ The „old ASN“ will be deactivated. Demands / Due Deliveries won't be visible anymore.
- ➔ The demands will be shown under the „ASN (New)“ process only.



# How to create an Advanced Shipping Notification - (ASN)

➔ View the Due Deliveries for your customer sites. Due Deliveries are grouped by Unloading Points.

My SupplyOn > Logistics & Finance > Create ASN: Select Ship-To [Contact](#) | [Help for this page](#) | [Print](#)

Quick Search  Advanced Search

Open demands based on ASN Creation Due C  days in the future (incl. pa  2 [Add line](#) | [Delete line](#)

My Search Profiles [Hide Search Area](#)

Due Deliveries (grouped)  
  [Reset all Filters](#)

Org. Code (Customer)	Company Name (Customer)	Plant Code (Consignee)	Plant Name (Consignee)	Unloading Point (Consignee)	ASN required	Available for Extra Shipment
<input checked="" type="radio"/> CONTI	(03) Continental Teves AG & Co. oHG, Gifhorn	03	03-Gifhorn	A 18	28	1
<input type="radio"/> CONTI	(01-74) Continental Teves AG & Co. oHG, Frankfurt	8001	01-Frankfurt	8001	2	1
<input type="radio"/> CONTI	(BDY) Continental Automotive Czech Republic, s.r.o	BDY	BDY-Brandys	0001	5	1
<input type="radio"/> CONTI	(BBE) Continental Automotive GmbH, Bebra	BBE	BBE-Bebra	0022	13	1
<input type="radio"/> CONTI	(BBE) Continental Automotive GmbH, Bebra	BBE	BBE-Bebra	0022	12	1

5 matches of 5 entries: Entries per page  [First](#) [Previous](#) | Page  of 1 | [Next](#) [Last](#)

1. Here you can enter the number of days in the future, the due deliveries should be shown for. Standard is 2 days. Click „Search“ if you adjust the days.

2. The due deliveries are listed for each unloading point. Click on „ASN required“ to see the delivery instructions for each unloading point.

# How to create an Advanced Shipping Notification - (ASN)

➔ Start the ASN creation process using the due deliveries.

My SupplyOn > Logistics & Finance > Create ASN: Select Due Deliveries for CA - CG - 8001 - 01-Frankfurt - 8001 [Contact](#) | [Help for this page](#) | [Pr](#)

Quick Search  [Hide Search Area](#)

Open demands based on ASN Creation Due D   [Delete line](#)

Due Del. ASN Status   [Add line](#) | [Delete line](#)

**My Search Profiles**

Due Deliveries Schedule Lines

[Reset all Filters](#)

<input type="checkbox"/>	Plant Name (Consi...	Plant Code (Consig...	Unloading ...	Material No. (Cust...	Material Descr. (Custo...	Delivery Date	Pickup Date	ASN Creation Due D...	Required Qty.	Order Number
<input checked="" type="checkbox"/>	01-Frankfurt	8001	8001	10-0460-1754-1-00	KUGEL - 8,731 G28	28.04.17	27.04.17 00:00	26.04.17 00:00	2 700	5200000043
<input type="checkbox"/>	01-Frankfurt	8001	8001	10-0460-1754-1-00	KUGEL - 8,731 G28	08.05.17	05.05.17 00:00	04.05.17 00:00	2 700	5200000043

2 matches of 342 entries: [Select all matches](#) | [Clear selection](#) Entries per page  [First](#) [Previous](#) | Page  of 1 | [Next](#) [Las](#)

1. Please choose the due delivery.

**IMPORTANT:**  
**Please only one schedule line per ASN.**

2. Click „Create ASN“.

Here you see the details of the due delivery, like customer plant, material no & description, delivery & pickup date, delivery quantity.

Info: Pickup date might not be correct. Please ignore it.

# How to create an Advanced Shipping Notification - (ASN)

## ➔ „Select ASN Positions“ screen

My SupplyOn > Logistics & Finance > Create ASN [Contact](#) | [Help for this page](#) | [Print](#)

ASN No.  ASN Date  FPA No.: ASN Status ...

Company Name (Customer): (01-74) Continental Teves AG & Co. oHG, Frankfurt Ship-to-Location: 8001 / Continental Teves AG & ... Unloading Point (Consignee): ...

Select ASN Positions Complete ASN

SupplyOn Def. View Manage... Reset all Filters

<input checked="" type="checkbox"/>	Line	Del. Note No.	Del. Note Pos.	Material No. (Customer)	ASN Creation Due Date	Proposed Quantity	Delivery Quantity	UoM	Warning	Order No.	Order Pos.
<input checked="" type="checkbox"/>	1	<input type="text" value="123456"/>	<input type="text" value="1"/>	10-0460-1754-1-00	26.04.17 00:00	2 700	<input type="text" value="2 700"/>	PCE		5200000043	00010

Add New Line Calculate Packing Auto-Fill Data

1 entry: [Select all matches](#) | [Clear selection](#) Entries per page  [First](#) [Previous](#) | Page  of 1 | [Next](#) [Last](#)

Close Save Draft Validate [Print](#) [Send](#)

1. For each article enter the delivery Note Number (i.e., packing list number, invoice number).

**IMPORTANT: Only one delivery note number with one position is allowed**

2. For each article enter the delivery Note Position.

3. Validate the actual quantity shipped, make changes as required.

A warning will appear if the updated Delivery Quantity is different from the proposed quantity.



# How to create an Advanced Shipping Notification - (ASN)

## ➔ “Complete ASN” screen

My SupplyOn > Logistics & Finance > Create ASN Contact | ? Help | Print

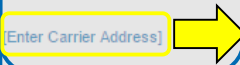
ASN No. 35 ASN Date 03.05.17 FPA No.: ASN Status ...

Company Name (Customer): (01-74) Continental Teves AG & Co. o... Ship-to-Location: 8001 / Continental Teves AG ... Unloading Point (Consignee): ...

Select ASN Positions **Complete ASN**

General

Ship-from Location: Test\_D07A\_CAS\_Short Ship-to: Continental Teves AG & Co.oHG  
Ship-from Address: DE - 85399 Hallbergmoos Ship-to address: DE - 60488 Frankfurt  
Pickup Date/Time: 26.06.17 14:06 Delivery Date/Time: 28.06.17 14:06

Incoterms Code: DAP - Delivered At Place  
Incoterms Text: CRP  
Transport Type: Road Transport  
Means of Transport:  
Tracking ID: ID-123456  
Reference ID for Means of Tr.:  
Carrier: [Enter Carrier Address]   
Free Text (for Carrier):  
TO Number:

**New address**

Name: Panalpina Germany

Street: SupplyOn Street 22

City: Munich Postal Code: 85748

Country:

**Contact Details**

Name:

Department:

Phone:  Fax:

E-mail:

1. Enter the Pickup & Delivery Date/Time

2. Optional: Choose transport type and enter Tracking ID (only relevant if Conti plant requires this).

3. Optional: Click [Enter Carrier Address] and enter the Name and Address (only relevant if Conti plant requires this). If you don't know the street, city & zip code enter "1" as a dummy value and click "Save"

4. Click "Send" to finish & send the ASN.

# SupplyOn Customer Support

If further questions arise on the ASN process please contact our Customer Support for assistance, 24x7 by e-mail or telephone.

## Our Customer Support

### Telephone (free of charge)

from Germany: 0800.78775966

from USA/Canada: 1.866.787.7596




from Mexico: 01.800.123.3231

from China: 4001.203.357 (available: 06:00am-08:00pm CNST)

from Japan: 0120.778166 (available: 08:00am-05:00pm JST)

from Korea: 080.648.0880 (available: 08:00am-05:00pm KST)

from other countries: +800.78775966

-  Questions on registration and prices
-  Questions on the use of our services
-  Questions on the use of AirSupply

